**Job title** Personal Assistant

**Hours** Term Time 4 hours and up to 14 hours Holiday time (to be arranged flexibly)

**Location** Great Park, Gosforth

**Rates of pay** £13.00 per hour.

Dakota is a very loving and caring 9 -year-old girl who loves chase and tickle games. Dakota has lots of energy, loves to be on the go and loves interacting with others.

Dakota is a very outgoing little girl who loves going for walks, the beach, swimming, soft play, and trampolining.

She loves to interact with her peers and hates to see anybody upset. If she sees somebody upset, she will try and comfort them, ask if they’re okay and will try to tickle them to make them laugh.

Dakota doesn’t have much sense of danger and always needs supervision, especially near roads or traffic.

She can be quite stubborn if she’s going somewhere she doesn’t want to and will protest if she doesn’t like it.

Ideally, she would like a PA who is enthusiastic with a genuine interest and enjoyment in working with children and has some experience of working with Sen children.

A car driver in this role is essential and mileage will be reimbursed.

The purpose of this job will be to provide her with social assistance with activities and assist her in achieving her goals, always ensuring her safety.

You will provide support to her mainly in accessing the community.

As our daughter’s Personal Assistant, you will work under our direction to meet her needs and will be accountable to us in all aspects of your work. You must be reliable, be able to use your initiative and be able to work flexible hours. You must also be able to respect our privacy and understand the need for confidentiality in all areas of your work.

We consider patience and enthusiasm to be essential attributes for this job.

**Main Duties:**

The main duties of the job are outlined below. However, because her needs vary on a day-to-day basis, it is extremely important that your approach to work is flexible. You will be expected to carry out any other reasonable personal assistance tasks that I request.

**Person Specification**

To be our daughter’s Personal Assistant you should:

* Have some experience of working with Sen children or adults.
* Be fit and healthy.
* Have a positive attitude to disability.
* Have a positive attitude towards social inclusion.
* Be willing to work under our direction.
* Be able to remain with our daughter always during a shift.
* Have good communication skills.
* You must not smoke when working.
* Not drink alcohol when working for me.
* Be confidential in your work and understand the importance of this.
* Respect our daughter’s privacy and that of our family and friends.
* Be patient when doing repeated tasks.
* Have good general health.
* Be reliable and trustworthy.
* Be a good timekeeper.
* Be able to work in different settings.
* Be able to accept responsibility and work on your own initiative.
* Be flexible.
* Be clean and tidy to our specification.
* Be able to respond appropriately in an emergency.
* Have at least basic reading, writing and number skills.

You do not need any formal qualifications, but you must be willing to learn how to do the job under my direction.

**This post is subject to a satisfactory DBS check and references which will be taken up if you are offered the post.**